


Thomas—SP2012 (subject to revision)

Technical Editing: Schedule of Assignments (version 1)

(see Notes section on the main website for readings)

Week		Topic	Assignments
1	1/4	Introduction Copymarking Parts of Speech	In class (copymarking)
2	1/11	What does an editor do? Copymarking: Hard Copy Readers... Collaborating with Writers Parts of a Sentence Marking Paper Copy	Copy Edit 1 DUE
3	1/18	CE #1 Review Copyediting Paragraphs Consistency	
4	1/25	Spelling, Capitalization... Editing Samples	Copy Edit 2 DUE
5	2/1	CE#2 Review Style Guide Introduction (pair up) Style Sheet	
6	2/8	Proposal Introduction Topic Discussion Proposal Workshop Client Projects	Copy Edit w/ explanation of changes DUE
7	2/15	Copy Edit Post Mortem Terms	
8	2/22	Review Review	
9	2/29	Midterm Exam	Student Services Testing Center (opens Friday 2/24, closes Wednesday 2/29) Proposal DUE (Collaborative) (DUE via email no later than Wednesday NOON, 2/29)
10	3/7	Midterm Post Mortem Copymarking: Soft Copy Electronic Editing Comprehensive Editing	

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Week		Topic	Assignments
11	3/14	Spring Break	
12	3/21	Style: Definition and Sentence Structures Style: Verbs Organization Workshop	
13	3/28	Visual Design Illustrations Editing for Global Contexts	Technical Editing Treasure Hunt DUE
14	4/4	Workshop Formatting	
15	4/11	Review	Final Document-Style Manual DUE
16		Final Exam Wednesday, 4/18 @ 5:00-6:50 EH 410	